## CHHATTISGARH STATE MINOR FOREST PRODUCE (T & D) CO-OPERATIVE FEDERATION LIMITED

# User Manual for e-Tendering Application (Saree) for Tenderers'

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Gujarat (India)

	[2013]



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#### 1. PRE REQUISITE TO E-TENDERING

- a) An Internet connection with minimum 512 Kbps speed
- b) Operating System should be Windows XP Service Pack -3 / Vista / Windows 7.
- c) Supported Browsers: Internet explorer 7.0, 8.0 & 9.0
- d) Minimum bandwidth 512 kbps
- e) Operating System Core2Due / I3 / I5 (Recommended)
- f) System Access with Administrator Rights
- g) Minimum RAM 2 GB
- h) Digital Certificate: To participate in an e-Tender, you need to have a valid Digital Certificate from certifying authority of India as per the IT Act, 2000.

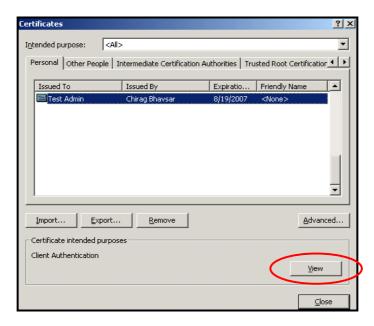
Valid Digital Certificate must be installed in a computer system from where you want to login on website. Perform the below steps to confirm whether valid digital certificate is available on your computer system or not:

#### Steps:

- Open Internet Explorer.
- Select Tools menu from menu bar. OR (Press Alt + T on your keyboard)
- Click on Internet Options → Content → Certificate button.
- You should view your digital certificate in this window as shown in the below screen shot:



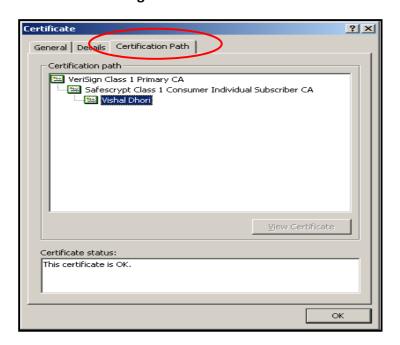
#### **Screen shot: Digital Certificate**



- Select your certificate and click on *View* button to view certificate details.
- In certificate window, you can view general details, certification path and other details as shown in the below given screen shots:



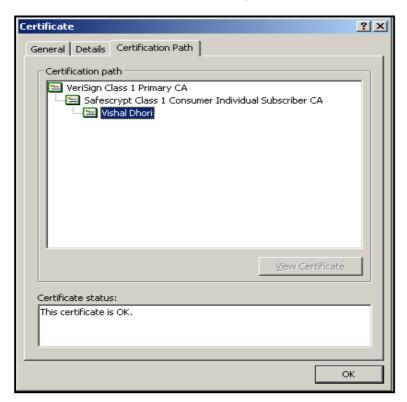
#### Screen shot: View general details of certificate



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#### Screen shot-3: View certificate path details



#### **Important Note:**

- Your computer system's date should be matched with the date of the digital certificate.
- Certification path should be CCA → CA → Name of Certificate holder as shown in above given the screen shot.



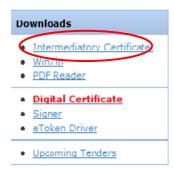
- If you have a digital certificate in e-Token then make sure that e-Token Driver is installed in computer system before accessing an e-Token.
- You can check whether e-Token driver is installed in your computer system or not, perform below mentioned steps:

#### Start Menu → Programs → e-Token → e-Token Properties

- If you don't have an e-Token driver installed your computer system, you can acquire the same from the vendor from whom you have procured an e-Token device.
- If you have a digital certificate stored on an e-Token then please insert e-Token in USB port of the computer system to logon to the website.

#### 2. BROWSER CONFIGURATION

- 1. In case of Mozilla Firefox / Google chrome, browser itself check its compatibility, if it's not compatible with the web application then please refer the instructions as per the instruction pop up while opening the website. In case, if you are opening a website in Internet Explorer, PI refer the instructions as mentioned below:
- 2. Download & Install "Intermediary Certificate" available under, Download Section on e-Tendering website.





3. In case of Digital Certificate based Login, user need to download & install "Signer" file available under Download Section on e-Tendering website.

## Downloads Intermediatory Certificate. Winzip PDF Reader Digital Certificate Signer EToken Driver Upcoming Tenders

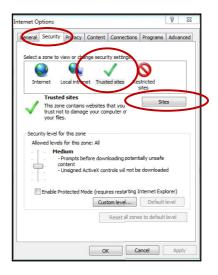
4. Please add website in to Trusted Zone.
 (Open Internet Explorer →Go to Tools Menu → Internet Options→ Security→ Trusted Sites → Sites → Add the URL. (<a href="https://cgmfpfed.abcprocure.com">https://\*.abcprocure.com</a> ) <a href="https://\*.abcprocure.com">Steps as mentioned below:</a>



Step -1 (Open Internet Explorer and Press Alt + T on your keyboard)

Step -2

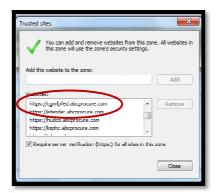




#### Step -3



Steps -4



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- 5. Please enable ActiveX Controls & Plug-ins in Internet Explorer Browser. (Open Internet Explorer → Go to Tools Menu → Internet Options → Security → Custom Level) Steps as mentioned below:
- 6. Select "Medium Default" options from given drop down box and then System will prompted a messages "Are you sure you want to change settings for this zone" pl. click on "Ok" button and then finally click on "Ok".

Step -1 (Open Internet Explorer and Press Alt + T on your keyboard)

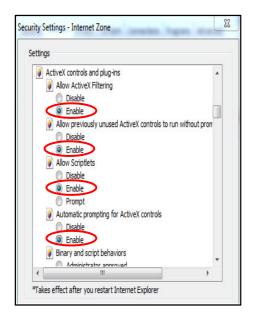




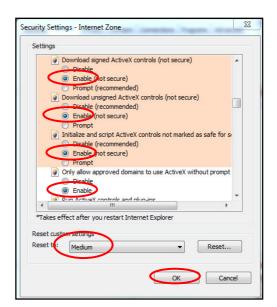


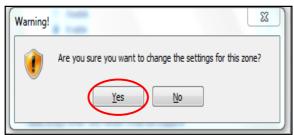


Step -3



Step - 4





- 7. In case if you find any pop like "this website wants to install this add-on CAPICOM 2.1.0.0..." then do the Right click and install the same. (As per below screen)
- This website wants to install the following add-on: 'CAPICOM 2.1.0.1' from 'Microsoft Corporation'.

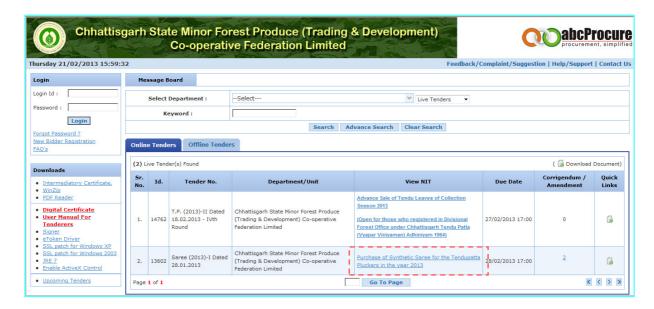
  Install This Add-on for All Users on This Computer...

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#### 3. HOME PAGE

For the e Tendering purpose, you can visit the website where you can find the e-tenders floated by Department.



#### 4. NEW BIDDER REGISTRATION

To participate for the E-Tendering of any Department, Tenderer has to do the New Bidder registration, for this please follow below steps. This is only one time activity. Once the Tenderer registers himself, he / she need to send Login-Id to abcprocure's mail id for an approval of it. AbcProcure will approve Login-Id and after that He / She can login into the website.

- a) Open Internet explorer 6.0 or above
- b) Mention the URL of the Department (i.e. <a href="https://cgmfpfed.abcprocure.com">https://cgmfpfed.abcprocure.com</a>)
- c) On the Homepage click on "New Bidder Registration" just below the Login ID & Password.
- d) A Registration form will be appeared, fill up the same as required, Like Login ID, Password, company details, Item categories etc.
- e) Please inform ETL (abcProcure Help Desk) for Approval of Login-Id.
- f) After approval, Enter Login-Id & Password to Log in into the website.

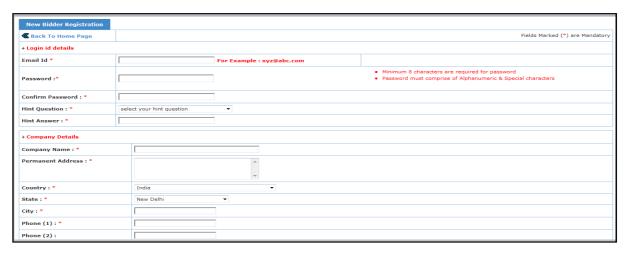
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g) Digital Certificate is mandatory while logging into the website.





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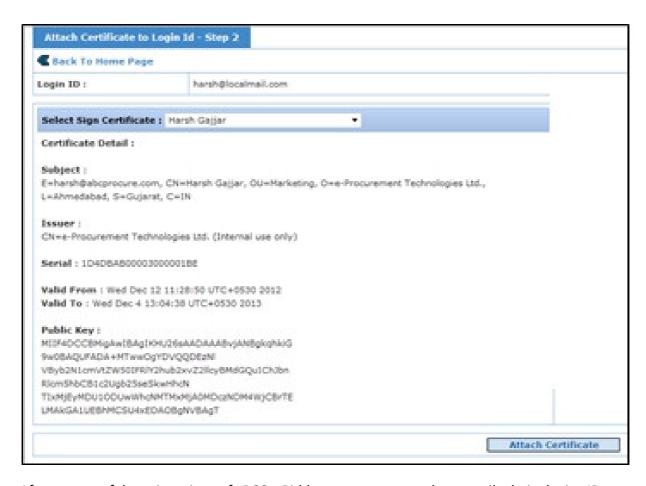


Time Zone : *	(GNT-05:20) Bombay, Calcutta, Madras, New Delh
Business Calegory Keywords: *	△ ▼ Use (,) to seperate keywords i.e. Hand pump,Mooile etc.
Business Type:*	☐ Manufacturer ☐ Government ☐ Irading Company/Agent ☐ Retailer
	☐ Buyinc Office ☐ Who esaler ☐ Distributor/Wholesaler ☐ Importer
	Agent Experter Diversified Service
	☐ Other ☐ PSU ☐ SSI ☐ SME
+ Contact person details	
Pretix:*	Mr. ▼
Contact Person : *	
Designation : *	
mobile No. :	
Please enter the characters : *	Type the two words.  Type the two words.  Type the two words.  Type the two words.
	Next Step Rest Back

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After successful registration of DSC, Bidders are requested to mail their login ID on <a href="mailto:ravi.sheladiya@abcprocure.com">ravi.sheladiya@abcprocure.com</a> or <a href="mailto:himalay@abcprocure.com">himalay@abcprocure.com</a> for approval of login ID

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#### 5. USER LOGIN

Tenderer needs to enter the Login ID & Password and click on "Login" button as per the below screen, after this Tenderer has to select his Digital certificate and click on login.





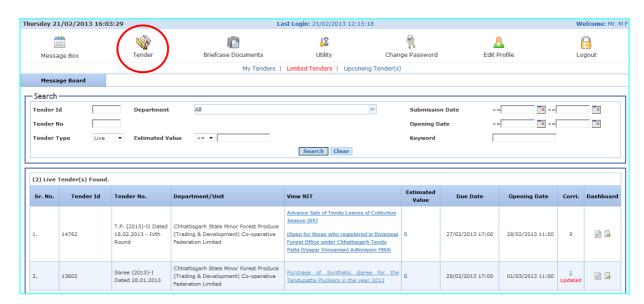




Attach Certificate to Log	in Id —				
Login ID : satyaetl					
Select Certificate :	satya etl ▼				
Certificate Detail :					
Subject :					
E=satya@localmail.com, CN=saty	a etl, OU=marketing & Support, O=e-Procurement Technologies Ltd., L=Ahemedabad, S=Gujrat, C=IN				
Issuer :	Issuer:				
CN=e-Procurement Technologies Ltd. (Internal use only)					
Serial: 615FCE9C0000000001D					
Valid From : Tue Dec 13 12:47:21 UTC+0530 2011 To : Mon Dec 10 15:57:09 UTC+0530 2012					
Public Key :					
MIIF2jCCBMKgAwIBAgIKYV/OnAA	AAAAAAHTANBgkqhkiG9w0BAQUFADA+MTwwOgYDVQQDEzNI				
VByb2N1cmVtZW50IFRlY2hub2xv	Z2llcyBMdGQuIChJbnRlcm5hbCB1c2Ugb25seSkwHhcN				
TExMjEzMDcxNzIxWhcNMTIxMjEw	MTAyNzA5WjCBszELMAkGA1UEBhMCSU4xDzANBgNVBAgT				
	Login				

#### 6. TENDERER DASH BOARD

After login the below home page will come, where Tenderer has to click on <u>Tender</u> to search the tenders.



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#### A) DOWNLOAD DOCUMENT

After that Tenderer will get the tender details like Tender No., Department Name, Tender NIT, Due date & opening date etc. as per the below screen.

To participate Tenderer has to click on quick link icon in the Dashboard tab, and to download the Tender document has to click on download icon.



To download the Tender documents Tenderer needs to click on download icon as per the below screen.



#### B) BIDDING DASHBOARD FOR PARTICIPATION.

For participation in e-Tender Tenderer needs to click on the quick link icon



After clicking on the quick link icon the biding dashboard page will appear as per the below screen.

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#### 7. DECLARATION (DOCUMENT READ CONFIRMATION)

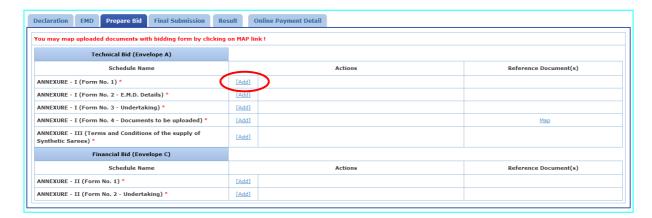
Here Tenderer needs to click on the Declaration tab, and has to confirm his participation by clicking on "<u>I Agree"</u> button as per the below screen.



After that <u>Prepare Bid</u> tab will appear automatically, where you'll find the online bidding forms like "Technical forms, Price Schedule etc", and then needs to click on <u>Add</u> link to fill up the form.

#### 8. PREPARARATION OF TECHNICAL BID

#### (A) ANNEXURE - I (FORM NO. 1)



Tenderer has to fill up the details as required. After that needs to click on <u>Sign button</u>. The message will come "Data Signed successfully". And Save.

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-		ees as per enclosed specifications (Condition No. 3 of Annex	ure - III) for distribution to Ter	idupatta pluckers.	
	1. Tender Notific	ation Number - FED/SAREE/2013/I DATED 28/01/2013			
		ning of Technical Bid - From 11.00 hrs. on 01/03/2013			
No.	Description		er`s Response		
1		nderer (Select)	INDIVIE		
2	Father's Name/Husband's Name (For Individua	Mr. XYZ	A		
3. a.	Address for C	Correspondence	Ahmedabad	*	
	Address for Corres	spondence Line No. 1			
b.	Address for Corres	spondence Line No. 2	Ahmedabad	*	
c.	Address for Corres	spondence Line No. 3	Ahmedabad	A.	
d.	Distric	ct Name	Raipur	A.	
e.	St	tate	ANDHRA PRADE	ESH ▼	
f.	Pin	Code	123456		
4.	Contact No. 1 (Provide STD Co	ode also in case of Landline No.)	123456		
5.	Contact No.	123456			
6.	Fax No. (Provide	123456			
7.	Alternate	abc@abc.com	A		
8.	Income ( (Scanned Copy	ABC123	4D		
9.	Number of samples of synthetic sarees as per specification.	5000			
10.	Registration No. Under State Value Added / Commercial Ta	ax Adhiniyam (Scanned Copy of Registration to be Uploaded)	abcd	<b>^</b>	
11.	Registration No. Under Central Sales Tax (S	Scanned Copy of Registration to be Uploaded)	ancd	A.	
		er for the last three years. i.e. 2009-10, 2010-11 & 2011-12 a	s per Audited Balance Sheet.		
ancial		i) of the tender notice) (Scanned Copy to be Uploaded)  Turnove	r in Rs.		
	2009-10	150000	Ć.		
	<u>*</u>				
2011-12 300000					
Average of three years 150000 4					
	13. Registered Address of the office of the tenderer & L	ocations of the manufacturing unit(s) of synthetic sarees in (Condition 13 (i) of the tender notice)	the proprietorship of the tende	rer.	
(a) Registered Address of the office of the tenderer Ahmedabad					

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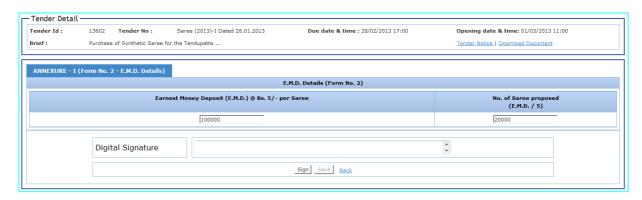
		14. Tenderer's Ba	ank Details for transaction	ns by Feder	ation			
(a)	Type of				Savings	Bank A/c ▼		
(b)	Account			ICICI20123	(			
(c)	Name of Bank	k and Branch			ICICI Bank	(		
(d)	(d) IFS Code IFSC001 ^							
	15a. Registration Certificate as manufacturer having unit of dying & printing of synthetic cloths. (Scanned copies of registration certificates must be uploaded)  (Condition 13 (i) of the tender notice)							
Name of the	e Institution	Scanned Copy of Registration enclosed (Yes/No)	Name of the Certificate Office		Certificate Issue	Date Produc	tion Capacity a mentio	s per Certificate (If ned)
Ministry of	Industries/Textile of Government of India. or subordinate offices	Yes ▼	ABC	÷	04/02/2013	5	0000	*
District Inc	dustries Centre or Equivalent office or Higher office of any State Govt.	Yes 🔻	XYZ	*	05/02/2013	7	5000	Ŷ
	15b. Annual manufacturii	ng capacity of synthetic printed f	abric in lac meters as per	conditions	13 (ii) (Scanned Co	py of note to be I	Jploaded)	
	Annual manufacturing capacity of syn	thetic printed fabric in lac meters as p	per conditions 13 (iii) (Scanne	ed Copy to be	e Uploaded)		15000	A
	tails of synthetic printed fabric manufact	ured by the tenderer in last three		on 13 (iii) of			of of the docun	
ITEM	Length of synthetic printed fabric manufac	turad (In Inc matera)	2009-10			0-11	300	2011-12
	Length of synthetic printed raphic manufac	tured (IT lac meters)	100		200		1300	
							•	
17.		Description of the registered trac	demark			ABC		*
18.		Name of the person signing the	tender			Mr. F	taj	*
19.	Capacity in which the	ne person is signing the tender (Condi	ition 15 (i) of the tender notice	ce)		Direc	tor	+
I/We hereby Co-operate	y submit Technical bid for supply of synth tive Federation Limited., Raipur which are	etic sarees as per terms & condi e acceptable to me us. I/We are:	tions of the above mentic aware that while evaluati	oned notifica ng the Tech	ation of Chhattisgar nical bid, if any, of	h State Minor Fo the items mentio	rest Produce (T ned above is no	rading & Development ot found meeting the
		requirement of the	tender notice, the bid wi	ii iiot be uc				
	Digital Signature				÷			
		(	Sign Save Back					
	Digital Signature	MIIIKgYJKoZIhvcNAQcCoIIIGz	:CCCBcCAQExCzAJBgL	JrDgMCGgI	JAMIIBOwYJKoZI	4		
DIGITAL SIGNACIA DIGITAL DIGITALI DIGITALI DIGITALI DIGITALI DIGITALI DIGITA DIGITALI DIGITA DIGITALI DIGITALI DIGITA DIGITALI								
	Sig( Save back							
	1						-	
		Message from	webpage	X				
		_						
		Bid Fo	orm Successfully Save	ed				

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#### (B) ANNEXURE - I (FORM NO. 2 - E.M.D. DETAILS)

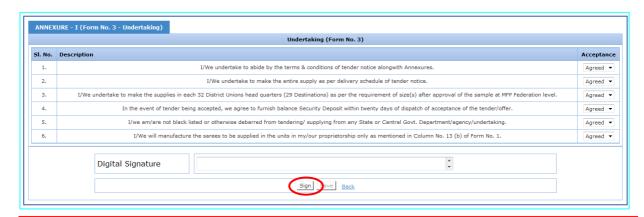
Tenderers have to submit the EMD as per Screen mentioned below.





#### (C) ANNEXURE - I (FORM NO. 3 - UNDERTAKING)

Tenderers have to give the undertaking as per below screen then click on Sign and Save button.



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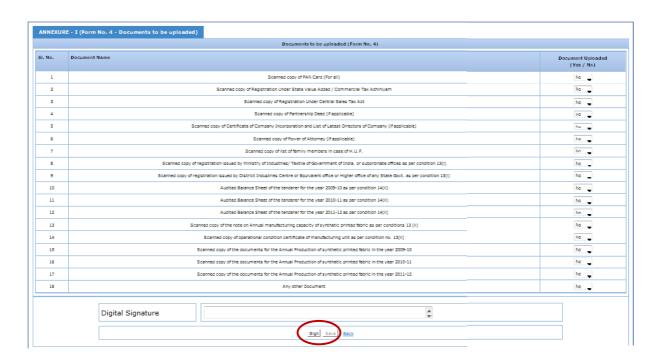






#### (D) ANNEXURE - I (FORM NO. 4 - DOCUMENTS TO BE UPLOADED)

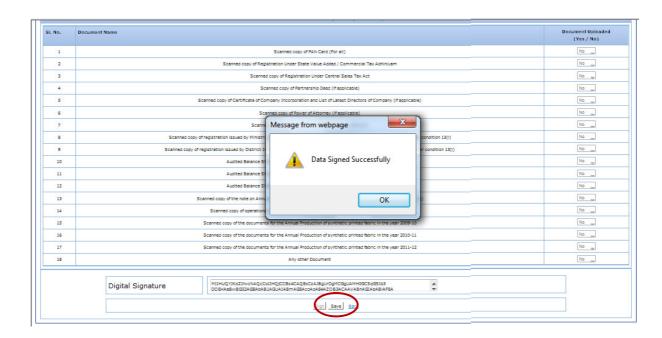
➤ Tenderers have to select yes option as per below screen then click on Sign and Save button.



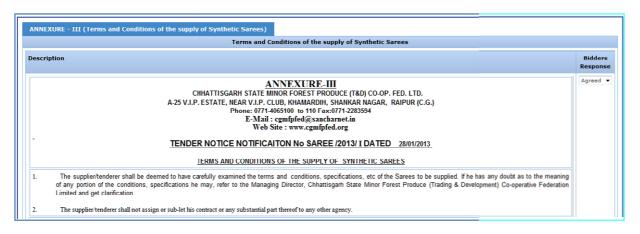
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#### (E) ANNEXURE - III (TERMS AND CONDITIONS OF THE SUPPLY OF SYNTHETIC SAREE)







#### 9. PREPARARATION OF FINANACIAL BID

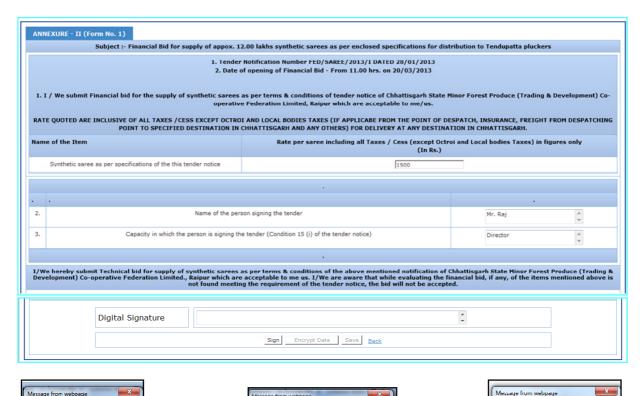
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#### (F) ANNEXURE - II (FORM NO. 1)

In case of **Price Bid / Commercial Offer** Tenderer will get another option after Sign, "**Encrypt Data**" to encrypt the data.

Price Bid  $\rightarrow$  ADD  $\rightarrow$  Fill up the details  $\rightarrow$  Sign  $\rightarrow$  Encrypt Data  $\rightarrow$  Save



Encryption Successfully Completed

OK

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Data Signed Successfully

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Bid Form Successfully Saved

ОК



#### (G) EDIT

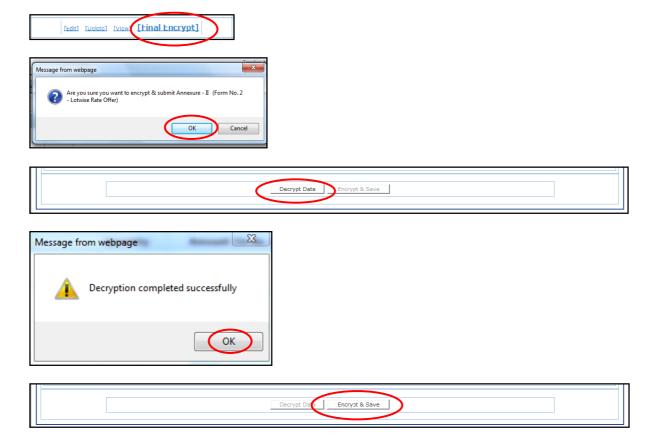
If Tenderer needs edit the data then needs to click on "<u>Edit</u>" Link, then the online bidding form will appear where Tenderer has to follow the below steps.

- Click on "<u>verify</u>" to verify the same.
- Click on "<u>Decrypt</u>" to decrypt the data.
- Then edit your data and then click on **Sign, Encrypt,** and **update** to save the biding form.

#### (H) FINAL ENCRYPT

Tenderer needs click on "Final Encrypt" link to do the final encryption.

Here Tenderer has to decrypt the data for that needs to click on "<u>Decrypt Data</u>" button and then needs to click on "<u>Encrypt & Save</u>" to save the same.

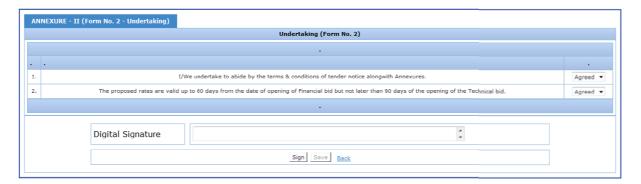


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#### (I) ANNEXURE - II (FORM NO. 2 - UNDERTAKING)



Digital Signature	MIIIKgYJKoZIhvoNAQoCoIIIGzCCCBcCAQExCzAJBgUrDgMCGgUAMIIBOwYJKoZI
19.11.19.11.11	hvcllAQcBoIIBLASCASh2AGEAbAB1AGUAIABmaG8AcgAgAE4AZQB3ACAAVABhAGIA    Sign   Save   Back





#### (J) MAP / UPLOAD SUPPORTING DOCUMENTS

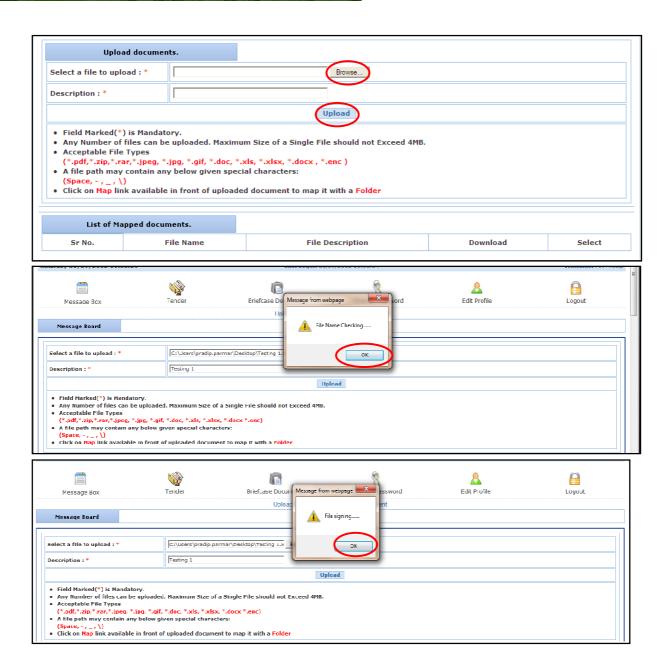
➢ If Tenderer needs to upload any reference document then needs to click on "<u>Map</u>" link below the Reference Document(s), then the needs to browse the file & fill the Description and click on upload. Please refer the below screens. <u>Please ensure that you follow all the</u> <u>other instructions mentioned on the upload document page as shown in the below given</u> screen shots.



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Upload documents.			
Select a file to upload : *	C:\Documents and Settings\satya\Desktoo\		
Description: *			
Upload			
Upload  • Field Marked(*) is Mandatory.  • Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.  • Acceptable File Types  (*,pdf,*.zip,*.rer,*.jpeg, *,jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx , *.enc )  • A file path may contain any below given special characters:  (Space, - , _ , _ )			



You will be able to see Uploaded file as per below screen:



## You can able to see the Mapped documents in bidding dashboard also as per below screen:



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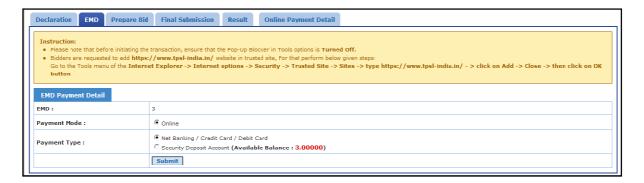


#### 9. ONLINE PAYMENT OF EMD

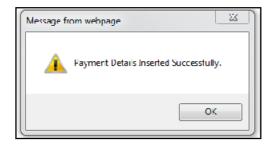
After submission all the required details, Tenderer has to pay the EMD online. For that, please follow the below mentioned process.



EMD - IF SELECTION OF EMD PAYMENT ONLINE TYPE OF MODE - (NET BANKING OR CREDIT CARD / DEBIT CARD OR RTGS/ NEFT (SECURITY DEPOSIT ACCOUNT))



EMD PAYMENT – IF SUPPLIER HAS SELECTED OF ICICI BANK PAYMENT GATEWAY OPTION (NET BANKING / CREDIT CARD / DEBIT CARD)



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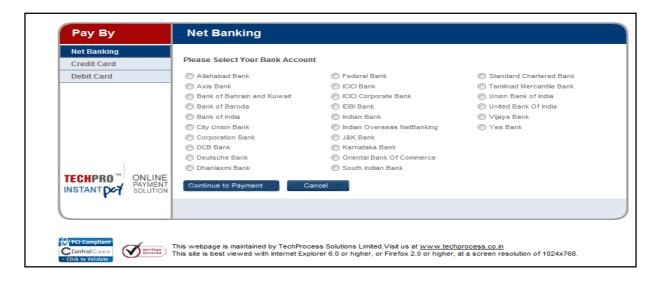




#### EMD PAYMENT - CLICK ON PAY NOW FOR START EMD PAYMENT PROCESS - SCREEN - 1

	Declaration EMD Prepare Bid Final Submission Result Online Payment Detail					
	Instruction:  Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is Turned Off.  Bidders are requested to add https://www.tpsl-india.in/ website in trusted site, For that perform below given steps: Go to the Tools menu of the Internet Explorer -> Internet options -> Security -> Trusted Site -> Sites -> type https://www.tpsl-india.in/ -> click on Add -> Close -> then click on OK button					
	EMD Payment Detail					
Ш	EMD Fees: 3					
	Pay Now Back					

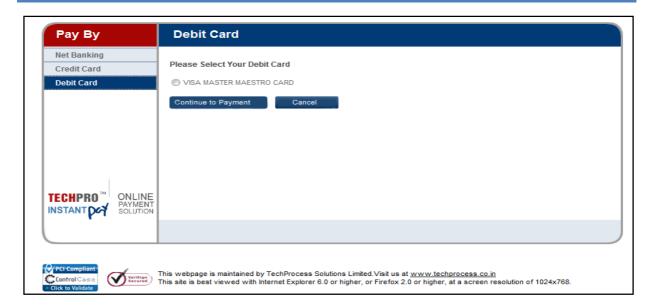
EMD PAYMENT – ICICI BANK PAYMENT GATEWAY OPTION - PAY MODE SELECTION OF NET BANKING / CREDIT CARD / DEBIT CARD) – SCREEN – 2



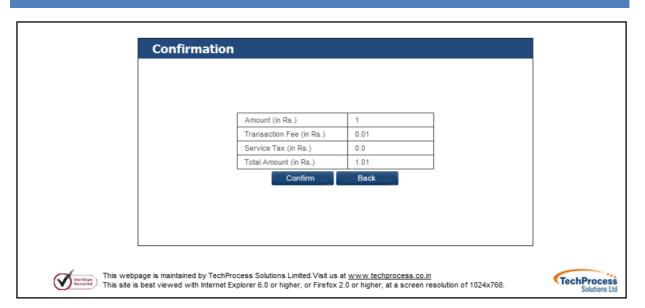
#### Confidential



#### EMD PAYMENT - PAY MODE SELECTION OF DEBIT CARD MODE - SCREEN - 3



#### EMD PAYMENT - CLICK ON CONFIRM FOR THE AMOUNT - SCREEN - 4



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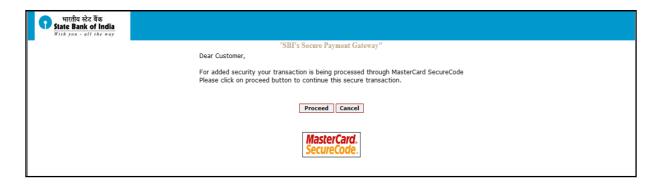




#### EMD PAYMENT - CARD DETAILS - SCREEN - 5

भारतीय स्टेट बैंक State Bank of India With you - all the way	
Welcome to State	e Bank of India's Secure Payment Gateway
Dear Customer, SBI Payment Gateway will :	secure your payment to Tech Process.
Select the type of card*	Mastercard 🔻
Card Number*	5176370247839008 (Please enter your card number without any spaces)
Expiry Date *	Dec 2015 (Please enter expiry date provided on your card)
CVV2 / CVC2 Number *	(CVV2 / CVC2 is the three digit security code printed on the back of card)
Name on Card	Parin R Desai
Purchase Amount	INR 1.01
Word Verification *	pb2cxp
	Type the characters you see in the picture below  p b 2 C X P
	2 Pay Cancel
AFTER PRESSING PAY, KIN	IDLY DO NOT REFRESH AND DO NOT PRESS THE BACK BUTTON.

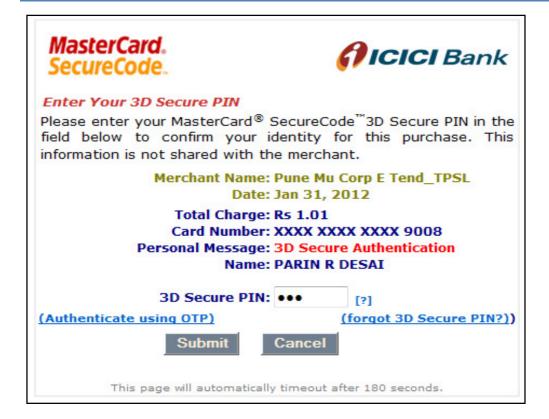
#### EMD PAYMENT - PROCEED - SCREEN - 6



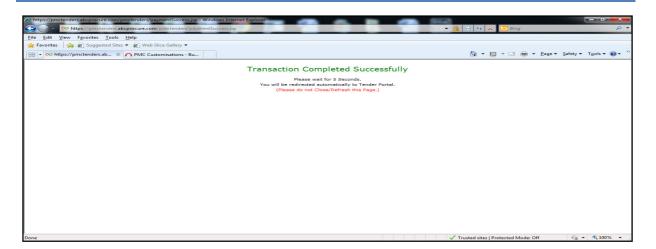
#### Confidential



#### EMD PAYMENT - 3D SECURE PIN - SCREEN - 7



#### EMD PAYMENT - TRANSACTION COMPLETED - SCREEN - 8



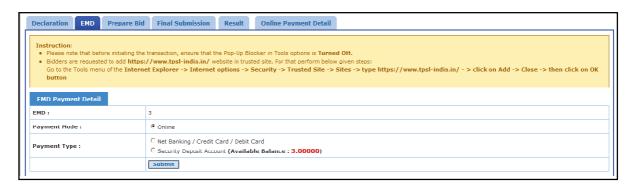
#### Confidential



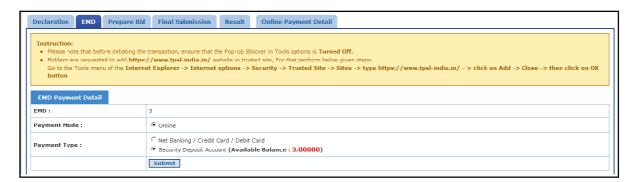
#### EMD PAYMENT - RECEIPT - SCREEN - 9



EMD - IF SELECTION OF EMD PAYMENT ONLINE TYPE OF MODE & SUPPLIER HAS SELECTED OF RTGS/ NEFT (SECURITY DEPOSIT ACCOUNT) OPTION



EMD - IF SUPPLIER HAS SELECTION OF RTGS/ NEFT (SECURITY DEPOSIT ACCOUNT)
OPTION - SCREEN - 1



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### SECURITY DEPOSIT ACCOUNT - CLICK ON PAY NOW FOR START RTGS/ NEFT (SECURITY DEPOSIT ACCOUNT) PROCESS - SCREEN - 2

Declaration EMD Prepare	Declaration EMD Prepare Bid Final Submission Result Online Payment Detail					
Instruction:  Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is Turned Off.  Bidders are requested to add https://www.tpsl-india.in/ website in trusted site, For that perform below given steps: Go to the Tools menu of the Internet Explorer -> Internet options -> Security -> Trusted Site -> Sites -> type https://www.tpsl-india.in/ -> click on Add -> Close -> then click on OK button						
EMD Payment Detail	EMD Payment Detail					
EMD Fees :	EMD Fees: 3					
	Pay Now Back					

#### EMD PAYMENT - RECEIPT - SCREEN - 3



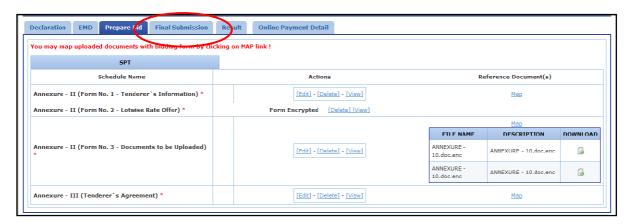
#### Confidential



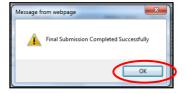
#### **10.FINAL SUBMISSION**

#### A) FINAL SUBMISSION

After confirming the same Tenderer needs to click on Final submission tab and then again click on "Final Submission" to the final submission.







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#### B) RECEIPT

Tenderer has to click on "<u>Receipt"</u> to get the acknowledgement of the final submission. As per the below screen.





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#### 11. CONTACT INFORMATION

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Opp. Orient Club, Nr. Gujarat College, Ellis Bridge, Ahmedabad - 380 006,

Gujarat (India)

Tel: +91 79 400 16 879 | 883 | 886 | 823 | 835 | 867 | 891 | 837 | 885 | 868 | 880 | 824 | 802 | 865

Fax: +91 79 4001 6876

E-mail: sales@abcprocure.com, support@abcprocure.com

Website: www.abcprocure.com

#### 12.APPENDIX -DO'S & DON'TS

- Remember your User ID & Password to access the website.
- Don't share your User ID, Password & Digital Certificate with anyone.
- Use e-Token for storage of digital certificate.
- If you have installed a Digital Certificate in someone else computer system, then don't forget to remove your Digital Certificate from the system.
- Change your password after every month.
- Password should comprise of alphanumeric & special characters and should be preferably more than 8 characters. (i.e. password@489)